

# **ARTS WAIKATO POLICY - SCHOLARSHIPS AND COMMUNITY SERVICES AWARDS**

## **Background**

This document sets out policy for Arts Waikato Scholarships and Community Service Awards. This policy is supported by the Scholarship and Community Service Awards Procedure.

In 2002 and 2003 Trust Waikato donated \$40,000 to Arts Waikato as an annual scholarship fund. Since that time, a scholarship fund has been budgeted in Arts Waikato's operational fund. In 2009, Arts Waikato introduced Community Service Awards to acknowledge long-term commitments to the arts in the Waikato region.

## **1. Objectives**

- 1.1 In line with the Trust's strategic priorities, Arts Waikato scholarships and community service awards will:
- Build the capacity of the Waikato arts community
  - Promote participation in the arts
  - Raise the profile of the arts in the region
  - Bring people together through and for the arts
  - Contribute positively to public awareness of Arts Waikato

## **2. Review**

- 2.1 The policy is to be reviewed annually after each scholarship round.

# **SCHOLARSHIPS**

## **3. Scholarship Amounts**

- 3.1 Up to \$5000 per scholarship may be awarded across the areas of visual arts, music, performing arts and Maori art.

## **4. Criteria**

- 4.1 Applicants
- 4.1.1 All ethnic backgrounds are encouraged, but applicants must provide proof of New Zealand citizenship or permanent residency by birth certificate or passport.

- 4.1.2 Arts Waikato recognizes the Tangata Whenua status of Maori in New Zealand.
- 4.1.3 Applicants for the Maori Arts category can identify as Maori and/or be any applicant studying Maori arts.
- 4.1.4 Applicants must be resident and/or educated within the ten Arts Waikato local authority areas.
- 4.1.5 In exceptional circumstances, consideration will be given to applicants from outside this area where they are providing arts services to the Waikato community.
- 4.1.6 Applicants must be nominated by an arts or educational organisation servicing communities within the ten Arts Waikato local authority areas or a community representative residing within these areas.
- 4.1.7 Arts Waikato wishes to encourage educational achievement. Scholarships will therefore not normally be awarded below Year 13 age level.
- 4.1.8 Preference will be given to applicants who have not previously been awarded an Arts Waikato scholarship.
- 4.1.9 Preference will be given to applicants who have not received substantial scholarships from other sources.
- 4.1.10 Applicants can be in paid or unpaid employment associated with their art area. Consideration will be given to geographical distribution of scholarships.
- 4.1.11 Applications will be assessed against the following criteria:
  - Past and current contribution to the arts community
  - Potential contribution to the arts in the Waikato
  - Excellence
  - Previous work and experience towards the course of study
  - Any exceptional feature of application

## 4.2 Course

- 4.2.1 Study must be for a recognised qualification or course.
- 4.2.2 Courses or tuition can include arts degrees, community arts development, management and business studies, Maori art, or further study in all areas of the arts.
- 4.2.3 Study can be part time or full time.
- 4.2.4 Educational institutions can be in the Waikato region, New Zealand or overseas if equivalent study is not available in New Zealand.
- 4.2.5 Preference is given to the actual costs of study but projects that will contribute to the achievement of study goals will be considered.
- 4.2.6 Scholarships are normally for up to one year of study.
- 4.2.7 Consideration will be given to the content of course or study.
- 4.2.8 Study must commence within one year of the scholarship being awarded.

## 5. Ineligibility

- 5.1 Scholarships will not be available for:
  - Incomplete applications
  - Travel expenses
  - Accommodation and other living costs
  - Purchase of capital items

## **6. Process**

- 6.1 Staff will advertise the availability of scholarships and make application forms available.
- 6.2 Once the application period has closed, the Trust will assess applications in accordance with the criteria specified above.
- 6.3 The Trust will make a decision on successful applicants and amount of scholarship awarded.
- 6.4 The Trust will notify all applicants whether they have been successful.
- 6.5 Decisions are final and correspondence will not be entered into.

## **7. Nominators**

- 7.1 Applicants must be nominated by a representative from an arts or educational organisation servicing communities within the ten Arts Waikato local authority areas or a community representative residing within these areas.
- 7.2 Only one nomination from each individual nominator will be considered. It is noted that arts and educational organisations may have more than one representative nominating applicants.
- 7.3 The nominator must not be a family member of the nominee.
- 7.4 The nominator must complete the required nomination form.

## **8. Notification of Applications**

- 8.1 Applications will be acknowledged by staff in writing within five working days of receipt, with information regarding when decisions will be made.
- 8.2 Once decisions are made regarding successful applicants and the amount of each scholarship to be awarded, letters will be sent by the Chair of the Trust to both successful and unsuccessful applicants.
- 8.3 Media will be notified of successful applicants.

## **9. Presentation of Scholarships**

- 9.1 Scholarships will be awarded at an awards evening.
- 9.2 Certificates will be posted to those who cannot attend the awards evening after the event.
- 9.3 Scholarship payment will be made to those who cannot attend the awards evening after the event.

## **10. Accountability**

- 10.1 Recipients will be required to demonstrate accountability for their scholarship.
- 10.2 Application forms will include an agreement which must be signed, agreeing to:
  - notify the trust if their study plans change
  - provide evidence verifying completion or enrolment in a prescribed course within one year of the scholarship being awarded.
  - return scholarship funds if the prescribed course has not been or will not be completed.
- 10.3 Arts Waikato's support is to be acknowledged by scholarship recipients in the media, press releases and exhibition/concert programmes wherever possible.
- 10.4 If a recipient wishes to change their course of study a request in writing must be presented to a trust meeting for consideration.

## **11. Privacy**

- 11.1 By signing the scholarship agreement form, applicants agree to have personal identifying details used for publicity purposes by Arts Waikato, including passing on details of successful applicants to the media.
- 11.2 All information provided will be available to trustees and staff of Arts Waikato for the purposes of assessing applications.
- 11.3 Staff and trustees of Arts Waikato may obtain information from referees named on application forms. This information is confidential and will not be passed on to applicants unless consent is given by the referee.
- 11.4 Supporting material for successful scholarship recipients will be retained and stored securely by Arts Waikato for a minimum period of 2 years.
- 11.5 Unsuccessful application forms will be destroyed after six months of notification of outcome to preserve confidentiality.

## **12. Budget**

- 12.1 Arts Waikato will determine the scholarship fund as part of the budget process each year.
- 12.2 Advertising and administrative costs for the scholarships and award evening will come out of the Arts Waikato operational budget.
- 12.3 Arts Waikato reserves the right to hold scholarship funds over for the following round if insufficient applications meet the required criteria.
- 12.4 Scholarships returned by recipients will be added to the pool for the following year.

# **COMMUNITY SERVICE AWARDS**

The purpose of the Community Service Awards is to acknowledge outstanding service the community via the arts over a long period of time.

## **13. Criteria**

- 13.1 All ethnic backgrounds are encouraged, but nominees must provide proof of New Zealand citizenship or permanent residency by birth certificate or passport.
- 13.2 Arts Waikato recognizes the Tangata Whenua status of Maori in New Zealand.
- 13.3 Nominees must be resident within the ten Arts Waikato local authority areas.
- 13.4 In exceptional circumstances, consideration will be given to nominees from outside this area where they are providing arts services to the Waikato community.
- 13.5 Nominees must be nominated by an arts or educational organisation servicing communities within the ten Arts Waikato local authority areas or a community representative residing within these areas.
- 13.6 Community service awards will not be awarded to previous recipients.
- 13.7 Nominees can be in paid or unpaid employment associated with their art area.
- 13.8 Consideration will be given to geographical distribution of community service awards.
- 13.9 Nominees will be assessed against the following criteria:
  - The past and current contribution to the arts community
  - Excellence
  - Any exceptional feature of application

## **14. Process**

- 14.1 Staff will advertise the availability of awards and make nomination forms available.
- 14.2 Nominations will be acknowledged by staff in writing within five working days of receipt, with information regarding when decisions will be made.
- 14.3 Once the nomination period has closed, the Trust will assess nominations in accordance with the criteria specified above.
- 14.4 The Trust will make a decision on successful nominees.
- 14.5 The Chair of the Trust will notify all nominees that they have been nominated and ask whether they will accept a community services award.
- 14.6 Media will be notified of successful nominees once they have acknowledged that they will accept the award.
- 14.7 Decisions are final and correspondence will not be entered into.

## **15. Nominators**

- 15.1 Nominees must be nominated by a representative from an arts or educational organisation servicing communities within the ten Arts Waikato local authority areas or a community representative residing within these areas.
- 15.2 Only one nomination from each individual nominator will be considered.
- 15.3 The nominator must not be a family member of the nominee.
- 15.4 The nominator must complete the required nomination form.

## **16. Presentation of Awards**

- 16.1 Community service awards will be awarded at an awards evening.
- 16.2 Certificates and any other presentation will be posted to those who cannot attend the awards evening after the event.

## **17. Privacy**

- 17.1 By accepting the community service award, nominees agree to have personal identifying details used for publicity purposes by Arts Waikato, including passing on nomination details to the media.
- 17.2 All information provided will be available to trustees and staff of Arts Waikato for the purposes of assessing nominations.
- 17.3 Staff and trustees of Arts Waikato may obtain information from referees named on nomination forms. This information is confidential and will not be passed on to nominees unless consent is given by the referee.
- 17.4 Supporting material for successful community service award recipients will be retained and stored securely by Arts Waikato for a minimum period of 2 years.
- 17.5 Unsuccessful nomination forms will be destroyed after six months of notification of outcome to preserve confidentiality.

## **18. Budget**

- 18.1 Advertising and administrative costs for the community service awards and award evening will come out of the Arts Waikato operational budget.